

Time Sample

	<i>Monday</i>	<i>Tuesday</i>	<i>Wednesday</i>	<i>Thursday</i>	<i>Friday</i>	<i>Sat</i>	<i>Sun</i>
Early							
6:00							
6:30							
7:00							
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7:00							
7:30							
8:00							
8:30							
9:00							
Late							

Simply fill in what you did during each time slot. If it helps, set a timer for 30 minutes to remind you to pause and note what you have been doing. At the end of the week you will have a good picture of how you spend your time and where you want to make changes.